Juvenile Justice
How Do I Guide

Juvenile Justice

Services Intake

How Do I…?	Selections	Tips & Guidelines

Establish services intake record	▪ Click Create > Intake > Services Intake.
	▪ On the Intake Inquiry Search page, complete the last name and first name fields.
	▪ Click the Search button.
	  ▪ For a match: Click the Select link for the applicable person(s).
	  For no match: If displayed, click the Close button on the Validation Errors web page dialog box on the Intake Inquiry Search page. Click the Create button to access the Intake Participant page. Enter all applicable data/values and click the Continue button. If potential person matches exist, the Potential Person Match page will display a list of participants that are an exact person match. To proceed with creating a new person, click the Close button on the page. To select an existing record, click the appropriate radio-button and then click the Continue button. The participant will be added to the Participants group box on the Intake Inquiry Search page.
	  ▪ Add additional participants by completing the last name and first name fields and repeating the search process.
	  ▪ After all participants have been added and searched, click Add Participants.
	  ▪ Click Continue.
	▪ On the Services Intake page, enter the applicable data/values.
	▪ Enter the applicable data/values on templates, as appropriate. Click Close and Return to eWiSACWIS.
	▪ Click Save and click Close.
		You can add several related people to the intake at once by expanding the Search Person outliner to the listing of participants under the Related People subject. Click the Select link for each participant that applies to this intake.
		
		Specify ***Delinquency or JIPS as the Type in the Intake Information box.***
		
		On the Participants tab, the female head of household should be listed as the Reference Person. All relationships are centered around the Reference Person.
		
		If you close an intake before completion, reopen it from the Intakes tab. If you don't see a pending intake, click Refresh.

Screen in/out services intake	▪ On the Basic tab/Worker Decision group box, click the applicable radio button (Screen in or Screen out). ▪ Click the applicable Reason field value. Click Save.	*A Services Intake is assigned to the supervisor to make the final screening decision.*

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Juvenile Justice Templates

How Do I…?	Selections	Tips & Guidelines
Create the Child Welfare/Juvenile Justice Assessment	▪ Click Create > CaseWork > Assessment > CW/JJ Assessment. ▪ Select the appropriate case. ▪ Click the Create button. ▪ On the Forms page, select the Child Welfare/Juvenile Justice Assessment from the Options list. Click Go. ▪ On the selected template, enter the applicable data/values. ▪ Click Close and Return to eWiSACWIS. ▪ Select Approval from the Options list, if applicable. Click the Go button. ▪ Click the Approve radio button. Click Continue.	
Create specific Juvenile Justice templates	▪ Click Create > CaseWork > Administration. ▪ Select the appropriate template. ▪ Select the appropriate case. ▪ Click the Create button. ▪ On the Forms page, select the appropriate document from the Options list. Click Go. ▪ On the selected template, enter the applicable data/values. ▪ Click Close and Return to eWiSACWIS. ▪ Select Approval from the Options list, if applicable. Click the Go button. ▪ Click the Approve radio button. Click Continue.	*The following Juvenile Justice templates are available:* *JJ Case Plan* *JJ Case Review Closing Narrative* *JJ Face Sheet* *JJ Youth and Family Assessment* *JJ Youth Risk Reassessment*

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Legal Action

How Do I…?	Selections	Tips & Guidelines
Document legal action	▪ Click Create > CaseWork > Legal > Legal Action. ▪ Select the appropriate case and case participant. ▪ Click the Create button. ▪ On the Legal Action page, enter the applicable data/values. ▪ Click Save and click Close.	*This is where the timeframes surrounding the initiation of a legal action are documented.* *It is very important that the information on this page be complete and accurate since data from it is pulled over into the Legal Documentation and Legal Status pages.*

Legal Document

How Do I…?	Selections	Tips & Guidelines
Prepare/complete legal document	▪ Click Create > CaseWork > Legal > Legal Document. ▪ Select the appropriate case. ▪ Click the Create button. ▪ On the Legal Documentation page, enter the applicable data/values. ▪ To view/print the legal document, click the Text link. To exit the template, click Close and Return to eWiSACWIS. ▪ Select Approval from the Options list. Click the Go button. ▪ Click the Approve radio button. Click Continue. *Note: If no Legal Action has been created for the case, then only a limited number of Legal Documents will be available.*	*The Role in the Document list must be completed since it is critical to ensuring that the correct participants are pulled over into the court document templates. Only select "Child" as the role for the child to whom the document pertains. Select N/A (or other applicable value) for other children in the case.* *You must click Close and Return to eWiSACWIS to save your document. You will lose all data you have entered if you select the "X" button to close.*
Prepare/complete court report	▪ Click Create > CaseWork > Legal > Court Report. ▪ Click the appropriate case. ▪ Click the Create button. ▪ On the Court Report Selection page, click the Create button or Copy link as appropriate. ▪ On the Legal Documentation page, enter the applicable data/values. ▪ To view/print the legal document, click the Text link. To exit the template, click Close and Return to eWiSACWIS. ▪ Select Approval from the Options list. Click the Go button. ▪ Click the Approve radio button. Click Continue.	*The Create button on the Court Report Selection page allows you to create a new court report. The Copy link allows you to copy information from an existing court report.*

Legal Status

How Do I…?	Selections	Tips & Guidelines
Record status of legal action	▪ Click Create > CaseWork > Legal > Legal Status. ▪ Select the appropriate case and case participant. ▪ Click the Create button. ▪ On the Legal Status page, enter the applicable data/values. ▪ Click Save and click Close. *Note: The Verified? Check boxes drive the creation of associated ticklers. Once a Verified? Check box is checked and work saved, the verified date cannot be changed.*	*When documenting the new legal status, the Protective Custody checkbox will default too checked or unchecked based upon the value selected. If the Protective Custody checkbox is checked at the time case closure is requested, the case closure request will be denied.*

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Out of Home Placement

How Do I...?	Selections	Tips & Guidelines
Document new out of home placement	▪ Click Create > CaseWork > Placement > Out of Home Placement. ▪ Select the appropriate case and case participant. ▪ Click the Create button. ▪ On the Placements and Services page, enter the applicable data/values. ▪ Enter appropriate responses in the KIDS Referral box. ▪ If appropriate, select applicable options/data/values from the Options list. Click Go. ▪ On the Provider tab, click the Search link ▪ On the Search Provider Service page, enter the applicable data/values and click the Search button. ▪ Select the provider and click Continue. ▪ On the Provider tab, enter applicable data/values. ▪ On the Service tab select Approval from the Options list. Click Go. ▪ Click the Approve radio button. Click Continue. ▪ Click Save. A message displays that reads, "Would you like the address of the provider to update the child's current primary address?" Click Yes to update the child's primary address to that of the provider. Click No to keep the child's existing primary address. *Note: A new placement can only be entered if the previous placement has ended with supervisory approval.*	*An Administrative Review is completed every 6 months. A Permanency Plan Review tickler will appear on the Ticklers expando before the due date. The tickler will be deleted and reset once the Administrative Review is completed and recorded as Meeting Completed on the Meeting page.* *See the Meetings section of the eWiSACWIS Basics How Do I Guide for instructions for accessing the Meeting page.* *If the Date Removed From his/her Home field is completed, the system generates the Title IV-E Eligibility page for this child to be used for eligibility determinations.*
Send placement notifications	▪ On the Provider tab of the Out of Home Placement page, click the Options list and select the appropriate notification. Click Go. ▪ On the Placement Notifications page, click the Insert button. ▪ On the Placement Notifications page, click the Edit link. ▪ On the selected template, enter applicable data/values. To exit the template, Close and Return to eWiSACWIS. ▪ Click Save and click Close.	*You must click Close and Return to eWiSACWIS to save your document. You will lose all data you have entered if you select the "X" button to close.* *Placement notifications include: ICWA Notification Letter, 30-Day Notice to Foster Parents, and Notification of a Child Leaving a Licensed Placement.*
End existing placement	▪ On the Cases outliner, click the appropriate case icon. ▪ Click the Placement/Services icon. ▪ Click the applicable Out of Home Placement link. ▪ On the Placements and Services page, select Placement Ending from the Options list. Click go. ▪ On the Service Ending page, enter the applicable data/values and Select Approval from the Options list. Click Go. ▪ Click the Approve radio button. Click Continue. *Note: The Ending Reason for the placement will filter based on the Ending Purpose selected.*	*The ending date must be the last day that the child was in placement. It cannot be a future date.* *In the event, a child moves from one placement to another, the child's Title IV-E Eligibility continues. Once a child has been discharged from all placements, the child is no longer Title IV-E eligible.* *When the placement being ended is a discharge from all placements for a child, the "Is the end of this placement a discharge from all placements?" will default to "Yes" based on the End Reason selected. This enables the Discharge Reason field and ends the child's Title IV-E Eligibility Determination.*

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Foster Care Rate Setting

How Do I…?	Selections	Tips & Guidelines
Document Foster Care Rate Setting	▪ Click Create > CaseWork > Placement > Foster Care Rate Setting. ▪ Select the appropriate case and case participant. ▪ Click the Create button. ▪ On the Foster Care Rate Setting page, enter the applicable data/values on each tab. ▪ On the Results tab, select Foster Care Rate Setting from the Options list and click Go. ▪ On the CFS-834 Foster Care Uniform Rate setting template, enter applicable data/values. To exit the template, click Close and Return to eWiSACWIS. ▪ On the Results tab, select Approval from the Options list and click Go.	*An approved Out of Home Placement with a Group Home, Foster Home, or Treatment Foster Home must be documented in eWiSACWIS in order to complete the Foster Care Rate Setting.* *The CFS-834 Foster Care Uniform Rate Setting template must be completed correctly prior to saving as this template will become frozen and not modifiable.*
Complete the Foster Parent Rate Setting notification	▪ On the Cases outliner, click the appropriate case icon. ▪ Click the Placement/Services icon. ▪ Click the appropriate Foster Care Rate Setting link. ▪ On the Rate Setting page, click the Results tab. ▪ On the Results tab, select Rate Setting Results from the Options list and click Go. ▪ On the selected template, enter applicable data/values. To exit the template, click Close and Return to eWiSACWIS.	*The Foster Care Rate Setting must be approved to enable the Rate Setting Results option.* *The Foster Parent Rate Setting notification must be completed correctly prior to saving as this template will become frozen and not modifiable.*
Complete the Foster Parent Rate Reevaluation notification	▪ On the Cases outliner, click the appropriate case icon. ▪ Click the Placement/Services icon. ▪ Click the appropriate Foster Care Rate Setting. ▪ On the Rate Setting page, click the Results tab. ▪ On the Results tab, select Reevaluation Results from the Options list and click Go. ▪ On the selected template, enter applicable data/values. To exit the template, click Close and Return to eWiSACWIS.	*The Foster Care Rate Setting must be approved to enable the Rate Setting Results option.* *The Foster Parent Rate Reevaluation notification must be completed correctly prior to saving, as this template will become frozen and not modifiable.*

IV-E Eligibility

How Do I…?	Selections	Tips & Guidelines
Refer case to eligibility specialist	▪ On the Cases outliner, click the appropriate case icon. ▪ Click the Eligibility icon and select the Title IV-E Eligibility Determination link. ▪ On the Eligibility page/Basic tab, enter the applicable data/values. ▪ Select SEU Regional Manager for IV-E from the options list.	*The system generates the Title IV-E Eligibility Determination record from an approved Out of Home Placement.* *Before referring the case to the eligibility specialist it is very important to verify that the eWiSACWIS record reflects the SSN accurately. Consult with the eligibility specialist if you are unsure of the accuracy of the current record.*

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Permanency Plan

How Do I…?	Selections	Tips & Guidelines
Establish permanency plan	▪ Click Create > CaseWork > Planning > Permanency Plan. ▪ Click the appropriate case and case participant. ▪ Click the Create button. ▪ On the Permanency Plan Select page, click the Copy link to copy an existing permanency plan or click the Create button to create a new permanency plan. ▪ On the Permanency Plan page, enter the applicable data/values.	*A permanency plan is completed within 60 days of an out of home placement. Subsequent permanency plans are due every 6 months. A Permanency Plan Due tickler will appear on the Ticklers outliner before the due date.*
Document TPR recommendation/ adoption referral	▪ On the ASFA Review tab, enter the applicable data/values.	
Document determination not to TPR	▪ On the TPR Exceptions tab, enter the applicable data/values.	
Add placement information	▪ On the Placement tab, enter the applicable data/values. ▪ Click the Search link. ▪ On the Search page, enter the applicable data/values. ▪ Click the Search button. ▪ Select the provider and click Continue.	
Update/complete permanency plan	▪ On the Cases outliner, click the appropriate case icon. ▪ Click the Planning icon and select the pending Permanency Plan link. ▪ On the Permanency Plan page, enter the applicable data/values. ▪ On the Basic tab, select Approval from the Options list. Click go.	*The Permanency Plan template may be accessed by selecting Permanency Plan from the Options list and clicking Go.* *You must click Close and Return to eWiSACWIS to save your document. You will lose all data you have entered if you select the "X" button to close.*
Terminate permanency plan	▪ On the Cases outliner, click the appropriate case icon. ▪ Click the Planning icon and select the ongoing permanency plan. ▪ On the Basic tab, select Terminate from the Options list. Click Go. ▪ On the Terminate Plan page, enter the applicable data/values. ▪ Select Approval from the Options list. Click Go.	

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